

## REQUEST FOR PROPOSALS

Notice is hereby given that the Board of County Commissioners of Sumter County, Florida, will be receiving proposals for the following:

### **“SUMTER COUNTY EXECUTIVE SEARCH SERVICES – PUBLIC WORKS DIRECTOR”**

Detailed proposals are available upon request by calling (352) 569-6067, by coming to the County Commissioners Office, Room 220, Sumter County Government Offices, 910 North Main Street, Bushnell, Florida, or by contacting Demand Star at 1-800-711-1712 or [www.DemandStar.com](http://www.DemandStar.com).

All inquiries and questions regarding this RFP must be made only to the contact identified below and shall be made in writing by fax, e-mail, or mail:

Amanda Taylor, Budget & Purchasing Coordinator  
Mailing Address: 910 N. Main Street, Suite 220  
Bushnell, FL 33513  
E-mail: [Amanda.Taylor@sumtercountyfl.gov](mailto:Amanda.Taylor@sumtercountyfl.gov)  
Phone: (352) 569-6067  
Fax: (352) 793-0207

The deadline for submission of questions relating to the RFP shall be Thursday, October 8, 2009 at 5:00 PM

Proposals must be received by the County no later than 10:00am, Friday, October 16, 2009. Late submittals will be rejected and returned unopened to the Proposer. Proposals must be firmly sealed in packaging that is clearly marked on the outside: “Board of Sumter County Commissioners Request for Proposal for Executive Search Services – Public Works Director RFP #139-0-2009/AT”. Sealed Proposals must be mailed or delivered to Mrs. Amanda Taylor, at the above address.

Upon submission, all Proposals become the property of the County, who has the right to use any or all ideas presented in any Proposal submitted in response to this RFP, whether or not the Proposal is accepted. Proposals will be opened immediately following the due date and time.

**BOARD OF COUNTY COMMISSIONERS  
SUMTER COUNTY, FLORIDA**

**PUBLISH 9/25/2009**

# The Villages DAILY SUN

Published Daily  
Lady Lake, Florida  
State of Florida  
County Of Lake

Before the undersigned authority personally appeared  
Carolyn J. Midora, who on oath  
says that she is Legal Ad Coordinator of the DAILY SUN,  
a daily newspaper published at Lady Lake in Lake  
County, Florida with circulation in Lake, Sumter and  
Marion Counties; that the attached copy of  
advertisement, being a Legal Ad # 187328  
in the matter of Request for Proposals

in the \_\_\_\_\_ court, was published in said  
newspaper in the issues of September 25, 2009

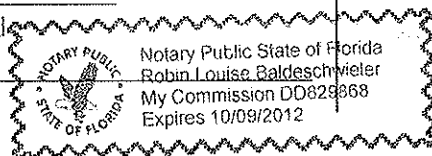
Affiant further says that the said Daily Sun is a  
newspaper published at Lady Lake in said Lake  
County, Florida, and that the said newspaper has  
heretofore been continuously published in said Lake  
County, Florida, each week and has been entered as  
second class mail matter at the post office in Lady  
Lake, in said Lake County, Florida, for a period of one  
year next preceding the first publication of the attached  
copy of advertisements; and affiant further says that he  
has neither paid nor promised any person, firm or  
corporation any discount, rebate, commission or refund  
for the purpose of securing this advertisement for  
publication in the said newspaper.

Carolyn J. Midora  
(Signature Of Affiant)

Sworn to and subscribed before me this 25  
day of September, 2009.

Robin Louise Baldeschwieler  
(Name of Notary typed, printed or stamped)

Personally Known X or  
Production Identification \_\_\_\_\_  
Type of Identification Produced \_\_\_\_\_



## Attach Not: REQUEST FOR PROPOSALS

Notice is hereby given that the  
Board of County Commissioners  
of Sumter County, Florida, will  
be receiving proposals for the  
following:

"SUMTER COUNTY EXECU-  
TIVE SEARCH SERVICES -  
PUBLIC WORKS DIRECTOR"

Detailed proposals are available  
upon request by calling (352)  
569-6067, by coming to the  
County Commissioners Office,  
Room 220, Sumter County Gov-  
ernment Offices, 910 North Main  
Street, Bushnell, Florida, or by  
contacting Demand Star at  
1-800-711-1712 or  
[www.DemandStar.com](http://www.DemandStar.com).

All inquiries and questions re-  
garding this RFP must be made  
only to the contact identified be-  
low and shall be made in writing  
by fax, e-mail, or mail:

Amanda Taylor, Budget &  
Purchasing Coordinator  
Mailing Address: 910 N. Main  
Street, Suite 220  
Bushnell, FL 33513  
E-mail:  
[Amanda.Taylor@sumtercountyfl.gov](mailto:Amanda.Taylor@sumtercountyfl.gov)  
Phone: (352) 569-6067  
Fax: (352) 793-0207

The deadline for submission of  
questions relating to the RFP  
shall be Thursday, October 8,  
2009 at 5:00 PM

Proposals must be received by  
the County no later than  
10:00am, Friday, October 16,  
2009. Late submittals will be re-  
jected and returned unopened to  
the Proposer. Proposals must  
be firmly sealed in packaging  
that is clearly marked on the out-  
side: "Board of Sumter County  
Commissioners Request for Pro-  
posal for Executive Search  
Services - Public Works Director  
RFP #139-0-2009/AT". Sealed  
Proposals must be mailed or de-  
livered to Mrs. Amanda Taylor,  
at the above address.

Upon submission, all Proposals  
become the property of the  
County, who has the right to use  
any or all ideas presented in any  
Proposal submitted in response  
to this RFP, whether or not the  
Proposal is accepted. Propos-  
als will be opened immediately  
following the due date and time.

BOARD OF COUNTY  
COMMISSIONERS  
SUMTER COUNTY, FLORIDA  
#187328 9/25/2009

## REQUEST FOR PROPOSALS

Notice is hereby given that the Board of County Commissioners of Sumter County, Florida, will be receiving proposals for the following:

"SUMTER COUNTY EXECUTIVE SEARCH SERVICES - PUBLIC WORKS DIRECTOR"

Detailed proposals are available upon request by calling (352) 569-6067, by coming to the County Commissioners Office, Room 220, Sumter County Government Offices, 910 North Main Street, Bushnell, Florida, or by contacting Demand Star at 1-800-711-1712 or [www.DemandStar.com](http://www.DemandStar.com).

All inquiries and questions regarding this RFP must be made only to the contact identified below and shall be made in writing by fax, e-mail, or mail:

Amanda Taylor, Budget & Purchasing Coordinator  
Mailing Address: 910 N. Main Street, Suite 220  
Bushnell, FL 33513  
E-mail: [Amanda.Taylor@sumtercountyfl.gov](mailto:Amanda.Taylor@sumtercountyfl.gov)  
Phone: (352) 569-6067  
Fax: (352) 793-0207

The deadline for submission of questions relating to the RFP shall be Thursday, October 8, 2009 at 5:00 PM

Proposals must be received by the County no later than 10:00am, Friday, October 16, 2009. Late submittals will be rejected and returned unopened to the Proposer. Proposals must be firmly sealed in packaging that is clearly marked on the outside: "Board of Sumter County Commissioners Request for Proposal for Executive Search Services - Public Works Director RFP #139-0-2009/AT". Sealed Proposals must be mailed or delivered to Mrs. Amanda Taylor, at the above address.

Upon submission, all Proposals become the property of the County, who has the right to use any or all ideas presented in any Proposal submitted in response to this RFP, whether or not the Proposal is accepted. Proposals will be opened immediately following the due date and time.

BOARD OF COUNTY  
COMMISSIONERS  
SUMTER COUNTY, FLORIDA  
#187328 9/25/2009

RFP 139-0-2009/AT Executive Search for Public Works Director Bid Opening Meeting held on 10-16-2009 at 10:05am in Room 203 located at the Government Offices, 910 North Main Street, Bushnell, FL 33513.

Bradley Arnold, Kitty Fields, Deb Barsell, and Amanda Taylor were present to represent staff.

Amanda stated following the opening of the proposals, packets will be handed out to the Selection Committee. A Selection Meeting / Vendor Presentations will be held on 10-21-2009 starting at 12:30pm in Room 142 located at the Government Offices, 910 North Main Street, Bushnell, FL 33513. A recommendation will be made to the Board of Sumter County Commissioners on 10-27-2009 at their regularly scheduled board meeting to enter into contract negotiations.

Three bids were received on time; one bid from Transhire was received late; zero No Proposals were received. Amanda stated there were no addendums to be acknowledged for this bid and four packets were to be included.

The bids were opened as follows in no particular order:

1. Vega Ferrer Acevedo, LLC from Miami, FL, four packets included, submittal envelope was not properly marked on the outside, total price listed \$15,000.00.
2. Bob Murray & Associates from Tallahassee, FL, four packets included, total price listed \$12,500.00 plus expenses ranging between \$6,500.00 and \$7,500.00 making ultimate total ranging between \$19,000.00 to \$20,000.00.
3. The Waters Consulting Group, Inc. from Texas, four packets received, total price listed \$26,000.00.

The meeting adjourned at 10:15am.

## SIGN – IN SHEET

DATE: 10-16-2009

**TIME:** 10:05 AM Rm #203

**BID NAME:** RTJ #139-0-2009/AT

\* Executive Search Services - Public Works Director

NAME \_\_\_\_\_

## COMPANY

Amanda Taylor  
Bradley Arnold  
~~John~~ Russell  
Kathy Fields

B & P, BoCC  
SS BoCC  
SC BoCC  
SC BoCC

RFP 139-0-2009/AT Executive Search for Public Works Director Vendor Presentation / Selection Committee Meeting held on 10-21-2009 starting at 1:00pm in Room 142 located at the Government Offices, 910 North Main Street, Bushnell, FL 33513.

Kitty Fields, Deb Barsell, and Brad Cornelius (taking the place of Brad Arnold) were present to represent the Selection Committee. Amanda Taylor was present to represent staff.

Amanda stated The Waters Consulting Group, Inc. did not respond to the request sent to attend vendor presentations. Vega Ferrer Acevedo was scheduled to present from 1:05pm to 1:35pm but did not show nor did they phone or email to reflect why. Amanda called the firm and was told there was an issue with the flight for Luis Ferrer who was supposed to be coming and apologized no one called to let Sumter County know. Bob Murray & Associates, Inc. was scheduled to present at 1:40 pm but the Selection Committee agreed to let them start ahead of their scheduled time since no other firm was attending.

Amanda stated 20 minutes were allotted for the presentation and 10 minutes were allotted for questions and answers. The presentation for Bob Murray & Associates, Inc. started at 1:35pm.

Renee Narloch was representing Bob Murray & Associates, Inc. She stated she would be the executive working with Sumter County on this process. She gave information regarding the background of Bob Murray & Associates, Inc. as well as the process of how the search would flow. She stated the timeframe could be condensed to a shorter amount of time than listed in the proposal. Renee stated she could begin working on this immediately after the BOCC approval and a contract was entered into if her firm was awarded the bid.

The presentation ended at 1:50pm. Amanda then opened the meeting up for questions starting at 1:50pm.

Kitty asked about site visits, budget, the guarantee, and shorter timeframe. Renee stated there would be 3 total site visits ranging in amount of time spent at the county, the time could be condensed down, and the price with expenses included the 3 site visits, also the guarantee would hold if the applicant left before one year. Deb and Brad agreed Kitty had covered their questions, there were no further questions.

The question and answer session ended at 2:00pm.

The Selection Committee briefly discussed the three companies as follows: Vega Ferrer Acevedo – had a lot of typos in the packet, the packet didn't seem to flow, did have a good time line and a good guarantee. Bob Murray & Associates, Inc. – had a good packet and good presentation, good price, good flow to the packet, and good guarantee. The Waters Consulting Group, Inc. – the committee did not like they were located in Texas.

The Selection Committee then scored the three proposals and the scores are as follows:  
Bob Murray & Associates, Inc. – 12.4 points, Vega Ferrer Acevedo – 8.6 points, and The  
Waters Consulting Group – 5.9 points.

The meeting adjourned at 2:20pm.

# \* Vendor Presentations & Selection Mtg.

## SIGN - IN SHEET

DATE: 10-21-2009

TIME: 1:00pm Room 142

BID NAME: RFP 139-0-2009/AT  
Executive Search for Public Works Director

NAME

COMPANY

Amanda Taylor

B & P BOCC

Kitty L Fields

NR BOCC

Deb Barsell

CSD BOCC

Brad Cornelius

Planning BOCC

Therese Norlock

Bob Murray & Assoc.